UNIVERSITY OUTDOOR SPACE USAGE POLICY
Herty Field, President's Club Garden, New College Lawn, DW Brooks Mall,
Jaworski Amphitheater, Parade Grounds, Royar Square, & Scott Lawn

Herty Field, President's Club Garden (located behind Old College), New College Lawn, DW Brooks Mall, the Jaworski Amphitheater, Parade Grounds, Royar Square, and Scott Lawn are public outdoor areas which can be reserved for events sponsored by the following organizations and individuals:

• UGA departments and registered student organizations may request reservations one year prior to the date of their event. There is no charge for use of these areas.
• UGA students, alumni and employees may request reservations to use these areas for weddings and wedding rehearsals one year prior to the wedding. Other types of private functions are not allowed in these areas. A $ 200 rental fee and a $ 500.00 damage deposit will apply and is due at the time the reservation request is submitted.

REQUESTING A SPACE
Reservation requests are submitted on-line at www.reservations.uga.edu at least 5 business days prior to your meeting or event. Requests submitted after this time period may be denied. If your request is approved, a confirmation will be e-mailed to you. Please remember your reservation is not final and your event location should not be publicized until you have received a confirmation from Campus Reservations.

CANCELLATION POLICY
Users must cancel reservations for facilities they will not use. Users failing to cancel reservations at least 3 business days prior to the event will be responsible for all event charges or a penalty fee.

EQUIPMENT USAGE
Campus Reservations is not able to provide equipment for the outdoor spaces. University departments can contact Physical Plant directly to make arrangements for equipment. All other groups should arrange for additional equipment with off-campus rental centers. Regardless of where you get your equipment, please check with the Campus Reservations staff to ensure enough time has been set aside for the delivery and pick up of the equipment.

Please note, dance floors are prohibited due to the damage they do to the lawn.

TENT USAGE
The use of tents, if handled inappropriately, can be very damaging to our outdoor spaces...both through installation damage as well as through the blockage of sun and water from reaching the turf. The following guidelines are designed to prevent this damage.
• Pole tents are prohibited. If using a tent please tell your vendor to provide a frame tent. Frame tents can be stabilized through the use of short stakes. Water barrels or buckets are not to be used as methods for stabilizing a tent.
• Tents may be set up after 3 pm the day prior to the event and must be removed by 10 am the day after the event. You must ask to reserve the time of pre or post-setting.
• Tents are prohibited on football game days.

FOOD – CATERING
Food is allowed in the outdoor spaces, but the space must be left trash free and undamaged. The guidelines below are designed to protect the grass from heat and hot liquids.
• Cookers and grills are to be set on the gravel paths around the field.
• Hot liquids are to be transported off premises for disposal.
• Clean up after yourselves and your guests. Garbage is to be removed from the premises after the event ends.

ALCOHOL POLICY
Alcohol is allowed in the outdoor spaces. Please familiarize yourself with the university's alcohol policy. Although these guidelines are specifically written for university units, visitors to our campus are expected to follow them as well.
USAGE GUIDELINES
Please help us maintain the beauty and safety of our outdoor spaces by following these guidelines. A fee may be charged if cleaning or repair is required.
• Keep all sidewalks free of obstructions and make sure wheelchair ramps are accessible.
• In areas with fountains, please do not put anything in the fountain.

AMPLIFIED SOUND
Amplified sound is only allowed in these areas after 9 pm on weekdays and before 11 pm on weekends. Sound reinforcement of live music may not include subwoofers, long throw speakers, woofers larger than 15 inches, or heavy percussion including large drums and heavy bass.

BATHROOM ACCESS
The outdoor spaces do not have bathrooms. It is a good idea to arrange to have a port-a-john(s) on hand. Bathroom trailers are prohibited.

PARKING
Parking is extremely limited in these areas. Please refer to the campus parking map and advise your guests in advance of their parking options. Questions concerning parking should be directed to Parking Services at 706-542-7275.

Failure to comply with University policies or Federal, State and local law may result in the cancellation of future reservations and/or restriction from the use of academic classrooms. Discrimination in the use of these facilities regarding disability, race, religion, nationality or sexual orientation is prohibited.